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COMMITTEE: NORTH EAST AREA REF NO: NEAC/17/16
DATE: 2 NOVEMBER 2017
SUBJECT: POP UP LIBRARY AT RANSOMES PAVILION
PORTFOLIO HOLDER: CLLR SOPHIE MEUDEC
HEAD OF SERVICE: MARTYN FULCHER

Short description of report content and the decision requested:

This report requests that the North East Area Committee determine the allocation of funding £12,960 from the North East Area Committee budget to Suffolk Libraries for the provision of a branch of Suffolk Libraries Local at Ransomes Pavilion.

Ward(s) affected: Rushmere, Bixley and St John's

List of Appendices included in this report:

Appendix 1 – Suffolk Libraries Local Activities Menu

Appendix 2 – A typical day at a branch of Suffolk Libraries Local

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This report was prepared after consultation with:

Internal consultees

External consultees

The following policies form a context to this report:

(all relevant policies must also be referred to in the body of the report)

Building a Better Ipswich 2017

The North East Area Committee Action Plan

1. Introduction

- 1.1 This report requests that the North East Area Committee determine the allocation of funding £12,960 from the North East Area Committee budget to Suffolk Libraries for the provision of a branch of Suffolk Libraries Local at Ransomes Pavilion.

2. Background

- 2.1 Suffolk Libraries was established in August 2012 and is an Industrial and Provident Society. A not for profit, independent and charitable organisation, such societies are generally referred to as 'Registered Societies'.
- 2.2 Suffolk Libraries vision is to 'transform lives through access to knowledge and resources, promote lifelong learning and strengthen communities by meeting their evolving needs'. The three core values of Suffolk Libraries are as follows: 1) to inspire learning, literacy access to information, knowledge and opportunities, 2) to guarantee that libraries are safe, welcoming, supporting and accessible places for everyone, 3) to strengthen communities by bringing them together in a number of ways.
- 2.3 The organisation is committed to delivering a wide range of services for people and communities. The Suffolk Libraries Local scheme, in particular, focuses on delivering the following three key priorities: 1) libraries at the centre of the community for wellbeing, 2) libraries as the cultural broker for the community, 3) libraries as supporters of community life; in that libraries are places where people can socialise, volunteer, access services and exchange information and ideas.
- 2.4 Suffolk Libraries Local is a discretionary service in addition to the statutory library services of Suffolk. Each branch of Suffolk Libraries Local is created and shaped to the community it serves. Staff work closely with communities and stakeholders to bring improved access to literacy, information, digital skills, activities, and learning opportunities to the heart of Suffolk's communities.
- 2.5 Branches of Suffolk Libraries Local supplement Suffolk's network of public and mobile libraries by creating a fully functioning libraries in communities not directly served by a static library. Customers visiting a branch of Suffolk Libraries Local can browse and borrow from an on-site selection of books, order books to be delivered to the venue from the main Suffolk Libraries catalogue, use computers to access the internet and take part in a range of activities for all ages.



- 2.6 It is proposed to run the Suffolk Libraries Local service for two years at Ransomes Pavilion, Sidegate Avenue. This location is particularly well placed to serve all three wards in North East Ipswich. Ransomes Pavilion neighbours both Sidegate Primary School and St John's C of E Primary School, and other schools including Rushmere Hall Primary and St Mary's Catholic Primary are within walking distance.
- 2.7 A two-year trial will enable the new service to develop and establish itself, for residents to have confidence in it as a long-term provision, and for the weekly sessions to become a regular social event, embedding the new pavilion as a hub for the community in this area.
- 2.8 The Suffolk Libraries Local model is flexible and can be adapted to most village halls or community centres. Ransomes Pavilion offers all of the necessary facilities such as tables and chairs, toilets, parking, electricity and Wi-Fi connection.
- 2.9 Suffolk Libraries Local recreates a library experience with the following equipment and resources:
- An onsite book stock of over 1000 titles including; adult fiction and non-fiction, junior fiction and non-fiction and picture books for pre-school children. Books can also be reserved and delivered to the venue from the main Suffolk Libraries catalogue
 - Two Chromebooks for accessing the internet.
 - Two tablets for customers to use
 - Soft furnishings to create a comfortable area for families to sit and enjoy books (a colourful rug, beanbags, cushions, musical instruments, children's toys, etc.)
 - Lego, Codeapillars, craft materials, board games and BBC Micro:Bits for customers to use
 - Information stands with materials promoting healthy living
- 2.10 The menu of activities available is vast and includes Baby Bounce, Lego Club, Knit and Natter, cinema screenings of theatre productions as well as sessions for grandparents and grandchildren. A full list of activities is detailed in Appendix 1.

- 2.11 A branch of Suffolk Libraries Local is typically open to the public for three hours on a set day and time each week. It is planned that the library at Ransomes Pavilion will be open on Wednesday afternoons. A standard programme is outlined in Appendix 2.



3. Relevant Policies

- 3.1 Building a Better Ipswich 2017:
- Priority 4: A Healthy Community
 - Priority 6: Safe Communities
- 3.2 North East Area Committee Action Plan – aims to alleviate deprivation in the following domains:
- Health and Disability
 - Education, Skills and Training

4. Options Considered / Under Consideration

- 4.1 **Option 1** – Approve the request to allocate funding of £12,960 to Suffolk Libraries for the provision of a branch of Suffolk Libraries Local at Ransomes Pavilion.
- 4.2 **Option 2** – Approve the allocation of an amount less than £12,960 to Suffolk Libraries for the provision of a branch of Suffolk Libraries Local at Ransomes Pavilion.
- 4.3 **Option 3** – Do not fund.

5. Consultations

- 5.1 Suffolk Libraries Local has a menu of activities it can offer to customers, and the timetable is shaped by the local community and stakeholders through a consultation period. This is achieved through a combination of public consultation meetings and online/paper based surveys.

6. Risk Management

6.1 Suffolk Libraries is formally constituted as an Industrial and Provident Society (company number [IP031542](#)) with a named bank account and publicly available accounts. Documents available [online](#) include Suffolk Libraries Annual Review, Suffolk Libraries 2020 Strategy, Volunteer Policy and minutes of AGM and board meetings. A copy of the organisation's Safeguarding Children and Vulnerable Adults Policy was submitted separately and is available to view on request.

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (scale 1-6) 1 – almost impossible 6 – very high	Impact of risk, if it occurred taking account of actions (scale 1 – negligible; 4 – catastrophic)	Actions to mitigate risk
Safeguarding risk to children, young people and/or vulnerable adults This risk is owned by Suffolk Libraries	Emotional or physical harm to a person Threat to operation of the project	Staff DBS checks Follow appropriate Safeguarding policy and procedure	2	4	Library staff to be appropriately trained and DBS checked Evidence of safeguarding policy and procedure to be provided to the Council for recording purposes
Risks relating to specific activities e.g. play, exercise	Physical harm to participant or staff member	Risk assessment and management of individual activities IBC staff to ensure safety of venue facilities	2	2	Library staff to risk assess individual activities before delivery IBC staff to ensure safety of venue facilities
Activities not well attended or well run	Public funds not well used	Consultation with participants and stakeholders Ongoing			Consultation in the development of the programme Suffolk

		monitoring			Libraries to provide monitoring reports
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7. Environmental Impact Assessment

- 7.1 It is anticipated that the large majority of those accessing the library will walk to the venue. Ransomes Pavilion is situated away from residential properties and therefore activities taking place here are highly unlikely to cause disturbance to nearby residents. Wherever possible, Suffolk Libraries will store equipment at Ransomes Pavilion between sessions to reduce transportation between venues. There is therefore minimal environmental impact identified.

8. Equalities and Diversity Implications

- 8.1 Ransomes Pavilion is entirely accessible and the planned sessions will be open to all. Staff will work to support people of different ages and abilities.

9. Financial Considerations

- 9.1 Suffolk Libraries Local is a service in addition to the statutory library services of Suffolk, and each branch of Suffolk Libraries Local is created and shaped to the community it serves. The costs outlined below cover the wages of staff to set up/take down the equipment, run the branch, and plan and deliver activities. Additional expenses include vehicle hire, fuel and contributions to the cost of book stock, IT equipment and other equipment used at sessions.

Expenditure Description	Cost
96 three hour sessions (representing 3 hours each week for a two year period), with a sessional cost of £166 per session.	
The £166 is made up of: Venue hire £50, Staffing (including set up, get out and preparation time) of £85, craft materials of £5 and travel costs of £26.	
£166 x 96 = £15,936	
One of contribution to book stock £300	
Total project cost	£16,236
Total amount requested	£12,960

- 9.2 Suffolk Libraries has successfully secured a contribution of £3,276 to specifically fund the one-off book stock contribution, craft materials and travel costs elements of the project from Suffolk County Councillor

Sandra Gage's Locality budget. Cllr Sandra Gage has also indicated that she could fund other elements of the project beyond the first two years.

- 9.3 The total amount requested from the North East Area Committee budget is £12,960.

10. Legal Considerations

- 10.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 10.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e. the Area Committee terms of reference.

11. Performance Monitoring

- 11.1 Regular feedback and evaluation conducted by library staff will inform internal performance monitoring. This evaluation and documentation of the activity programme, demographics of attendees etc. will provide evidence for the bi-annual monitoring report to the Area Committee.
- 11.2 Officers from the Community Engagement team and Ward Councillors will have the opportunity to visit sessions by arrangement with library staff.

12. Conclusions

- 12.1 Suffolk Libraries is a well-established organisation with experience in delivering the Suffolk Libraries Local programme in other community venues across the county. Suffolk Libraries has secured funding from different sources to date and is now seeking Area Committee funding to enable people in the North East area of Ipswich to access library facilities and activities closer to home. The activities on offer will promote learning and skills development and enhance leisure and cultural opportunities for those who may not be able to access such opportunities elsewhere.

13. Recommendations

- 13.1 That the North East Area Committee considers the options set out in Section 4 and determines the merit of allocating funding.**

Reason: to determine the allocation of funding £12,960 from the North East Area Committee budget to Suffolk Libraries for the provision of a branch of Suffolk Libraries Local at Ransomes Pavilion.

Appendix 1: Suffolk Libraries Local Activities Menu

The menu of activities available is as follows although the applicant would also welcome and investigate running other activities based on customer/stakeholder suggestions.

Activity, age range and length of session	Description
Baby Bounce (ages 0 - 2, 30 minutes)	Soothing songs and gentle nursery rhymes for babies.
Tot Rock (ages 2 - 4, 30 minutes)	Songs and action rhymes for toddlers.
Bookstart stay and play (ages 0 - 5, 45 minutes)	Fun with stories, songs and rhymes and then 'stay and play' with toys and activities.
Grandparents and grandchildren sessions: (ages 0 - 5, 45 minutes)	Free play and talk sessions for grandparents and their grandchildren.
Chatterbooks (ages 4 -12, 1 hour)	A book group for children with fun activities inspired by the best children's books.
Minecraft Club (ages 8+, 1 hour)	Children can play Minecraft collaboratively on their own device (or borrow a device from us).
Digital Roadshow (ages 7 - 12, 90 minutes)	An introduction to coding and digital skills for children using coding kits to build a computer, Fisher Price Code-a-pillars, and Droid racing.
Lego Club (ages 7+, 1 hour)	Fun with Lego!
Summer Reading Challenge (ages 4 - 11, various times)	The Summer Reading Challenge encourages children aged 4 to 11 to read six books during the summer holiday. Children are rewarded as they read. There will also be additional activities taking place to support the challenge. (please turn over)
Makerspace (ages 12+, various times)	Makerspaces provide digital tools and space in a community environment where people gather to share resources, knowledge and work on projects.
Reading Hack (ages 13+, various times)	Reading Hack groups are led by young people aged 13 to 24 who do reading activities and volunteering, called hacks, to gain skills and experience.
Reading Ahead (ages 13+, various times)	Challenges and supports young people and adults to read, record, rate and review what they read for rewards. This isn't just about books - it's about newspapers, magazines and websites too.
TOP time (ages 50+, 1 hour)	Social activity for older people aged 50+. Activities include talks, games, a book discussion group, craft activities. We also offer advice and information.

Pi TOP coding (ages 50+, 1 hour)	An introduction to coding and digital skills for older users. Users can experience using Kano coding kits to build a computer and try some coding, use Fisher Price Code-a-pillars and race a BB8 Droid.
Chat and chill (ages 16+, 45 minutes)	Social group for women who speak English as an additional language.
Knit and natter (ages 16+, 1 hour)	A social group for anyone interested in knitting.
'Get Connected' (ages 16+, 1 hour)	Computer and internet sessions for beginners, including how to access our eLibrary services (useful for customers needing access to large print books).
Job club drop-in: (ages 18+, 1 hour)	Careers advice and CV writing.
Suffolk Libraries Presents (ages 15+ various times)	Cinema screenings of theatre, ballet and exhibitions such as <i>Billy Elliot</i> , <i>The Duchess of Malfi</i> and Matthew Bourne's <i>Swan Lake</i> . There is a charge for admission.

Appendix 2: A typical day at a branch of Suffolk Libraries Local

A branch of Suffolk Libraries Local is open to the public for between three to four hours on a set day and time each week. A typical four-hour day could look something like this:

12.15pm to 1.15pm	Library Services	Sign up for a library card, browse and borrow from our selection of books, reserve books and use the internet.
Top Time activities for older people 1.15pm to 2.15pm on these dates	8th Adult Colouring Group	Have some quiet time with our selection of colouring and a cuppa.
	15th Grown-up Games	Share a game of Scrabble, chess, draughts or Connect 4 whilst enjoying free refreshments.
	22nd Book Group	Bring along your favourite book to share and discuss whilst enjoying free refreshments.
	29th Stitch, Knit and Natter	Bring your sewing and knitting projects to the library to continue whilst enjoying free refreshments.
2.15pm to 2.45pm	Singing and Stories	Stories, nursery rhymes, songs and a free craft activity for little ones to enjoy! Great for children aged 0-4.
2.45pm to 4.15pm	Library Services and Homework Club	Sign up for a library card, browse and borrow from our selection of books, reserve books and use the internet. Staff are also available to help with homework projects. Children under the age of 7 are to be accompanied by an adult.